

# Special Use Permit Requests Planning Commission A Step-By-Step Guide

- INTRODUCTORY MEETING WITH PLANNING STAFF Staff will assist the applicant by explaining the review process, review the zoning requirements for a special use permit, and provide site information, review the application and detailed site plan requirements, waive requirements if applicable. The applicant is encouraged to contact adjoining and nearby property owners and occupants to discuss their project prior to the public hearing. A copy of the mailing information for the 300' notification can be obtained from Staff upon request.
- SUBMISSION OF APPLICATION Applicant will submit application, <u>at least 30 days</u> before the next regularly scheduled Planning Commission meeting, to the Zoning Administrator for review. The Zoning Administrator shall review the application and site plan. Fee must be received before any requests are processed.
  - **APPLICATION/SITE PLAN IS** <u>INCOMPLETE</u> Staff will prepare a notice of findings/corrections that will be sent to the applicant. *Due to the review time/noticing requirements applicants are encouraged to submit their requests in advance of the 30 day minimum requirement.*
  - APPLICANT SUBMITS REVISIONS Staff reviews for completeness
- APPLICATION/SITE PLAN IS COMPLETE Staff will prepare notice of public hearing (ad in newspaper, posted on web page, Facebook page, posted at Township Hall, mailing to all owners/occupants within 300' of property). Noticing must be at least 15 days prior to meeting date.
- PUBLIC HEARING Applicant shall present their case to the Commission along with any correspondence in support of their request. Staff will give their report, the public is invited to speak on the request, and correspondence will be read into the record. Public hearing will be closed.
- MEETING The Planning Commission will begin their deliberation on the request. If the Commission determines that no additional information is needed they will deliberate/take action on the request. The will adopt either a resolution to approve/approve with conditions or deny the request. If the Commission determines that additional information is needed they will postpone their determination until the next regularly scheduled meeting to allow the applicant time to provide the necessary information.
- PERMIT If approved, Staff will formalize the resolution of approval and prepare a special use permit. Applicant will sign special use permit that will be sent to the Register of Deeds Office for recording. A copy of the recorded document will be forwarded to the applicant for their files and a land use permit will be issued.

<sup>\*</sup>Average time depending on Staff availability, complete application and meeting schedules approx. 30 – 60 days



Planning & Zoning 395 Third Street Manistee, MI 49660 231.723.6041 (phone) 231.398.3526 (fax)

## **Special Use Permit Application**

A Detailed Site Plan is required for all Special Uses
Please Print

#### **Submission of Application**

Applications must be submitted 30 days prior to the meeting for review for completeness. Applications shall be submitted through the Zoning Administrator to the Planning Commission. Each application shall be accompanied by the payment of a fee \$750.00 and any applicant and in accordance with the schedule of fees adopted by the Township Council. An application shall be submitted to the Zoning Administrator on a Special Use application form. A Special Use application shall be placed on the agenda of the Planning Commission within thirty (30) days of the submission of a complete application prepared in accordance with this Zoning Ordinance. An application, which is incomplete or otherwise not in compliance with this Ordinance, shall not be processed until complete. No application shall be processed until properly prepared and submitted and all required fees and escrow payments paid in full.

processed until properly prepared and submitted and all required fees and escrow payments paid in full.					
Property Information					
Address:			Parcel #		
		Applicant Inf	ormation		
Name	of Owner or Lessee:				
Address:					
Phone #:		II#:	e-mail:		
Name of Agent (if applicable):					
Address:					
Phone #:		II#:	e-mail:		
Data Required/Project Information					
Land Area:			Zoning Classification:		
Prese	nt/proposed Land Use:				
Attach a Detailed Narrative for the following					
	A letter or signed narrative	ive describing in detai	il the proposed special use and detailing why the		
	location selected is appropriately	priate.			
		•	ect of the special use on emergency service		
	•		rculation patterns, and local traffic volumes.		
	Any additional material information necessary to consider the impact of the project upon adjacent				
		•	equired by this ordinance, by the Township Zoning		
		-	luding, but not limited to, measures which will be		
		· · · · · · · · · · · · · · · · · · ·	protection, excessive noise, or adverse impacts of		
	·	•	es; elevations on all buildings, including accessory		
	buildings; and, an environ				
	• • •		mation and exhibits that address the standards		
	and requirements for ass	sessing Special Use n	ermit applications as provided in Section 8607		

#### **Additional Information**

Any additional information deemed necessary for the Planning Commission to determine the impact of the proposed Special Use on the adjacent properties, public infrastructure, and community as a whole. Such information may take the form of, but is not limited to, a traffic impact analysis, an environmental assessment, a market study, or reports and/or testimony by officials representing state, county or local departments of public safety (police and fire), health, highways or roads, and/or environment.

**Special Use review procedures**. An application for Special Use Approval shall be processed in accordance with **Article 86**.

Issuance of a Special Use permit. Special Use Permits shall be issued in accordance with Section 8602.

**Appeals.** No decision or condition related to a Special Use application shall be appealed to the Zoning Board of Appeals. An appeal of a Special Use decision or condition may be taken to Circuit Court.

**Duration of Approval.** The Special Use permit shall become effective upon Planning Commission approval and run with the land until the use ceases, expires, or the Special Use Permit holder requests termination of the Special Use Permit.

**Amendments.** Amendments to Special Use permits shall be handled in the same manner as the initial Special Use permit application. Minor non-substantive changes to a site plan in may be made to an existing Special Use permit if such a change is sought prior to the issuance of an occupancy permit for work authorized by Special Use Permit.

**Transfers.** Transfers shall be handled in accordance with **Section 8609.** 

**Expiration.** A Special Use permit shall be valid for as long as the approved use continues in accordance with the terms and conditions of the approved permit. The Special Use permit will expire on the occurrence of one or more of the following conditions:

- 1. Work authorized by the SUP has not taken place within three hundred sixty-five (365) days.
- 2. If the applicant requests the rescinding of the Special Use permit.
- 3. If a condition of approval included stipulation to expire the Special Use permit by a certain date.
- 4. If replaced by another permitted use or Special Use permit.
- 5. If there is a failure to comply within 6 months after the certificate of occupancy issued.

### Authorization **CERTIFICATION AND AFFIDAVIT:** The undersigned affirm(s) that he/she/they is/are the □ owner, □ leasee, □ owner's representative, □ contractor involved in the application; and that the information included in this application is correct. Further, if the request is approved, the applicant will comply with all the requirements of the Onekama Township Zoning Ordinance and certifies that measures proposed to mitigate adverse impacts will be completed in a timely fashion. The undersigned, by signing the Application, agrees to pay all fees and escrow payments in full. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: Date: If applicant is Incorporated or a Limited Liability Corporation a copy of the Articles of Incorporation is to be submitted with application. Please make all checks payable to Onekama Township. By checking this box permission is given for Planning Commission Members to make a site inspection if desired. No Please indicate if the applicant will be tax exempt, applying and/or eligible for tax abatements, credits or deferments for this proposed project. If Yes, explain: Office Use Only Fee: \$750.00 **□**\$ **Escrow Payment** Receipt # PC -**Date Received: Hearing Date:**

Applicant:				
Submission Guidelines				
Detailed site plan shall include eleven (11) copies of all required information including any documents rendered in color and a digital				
PDF of th	ne Site Plan	shall be forwarded to the Planning and Zoning Department. Unless specifically waived by the Zoning Administrator		
the site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work in Michigan and shall include				
and illustrate at a minimum the following information:				
Waived	Included	Detailed Site Plan Requirements		
Initials		The site plan shall be prepared by an Engineer, Architect, Landscape Architect or Surveyor licensed to work		
	J			
		in Michigan  A scale drawing of the site and proposed development thereon, including the date, name, address and		
	J	professional seal of the preparer. In no instance shall the scale of the drawing be greater than one-inch		
		equals 20 feet nor less than one-inch equals 200 feet.		
		The scale of the drawing and north arrow		
		A vicinity map illustrating the property in relation to the surrounding street system.  The property identified by parcel lines and location and size.		
		The property, identified by parcel lines and location and size  Existing man-made features, including buildings, fences, landscaping, parking, screening and the locations,		
	J			
		heights and footprint of each.  Illustration of all proposed improvements and buildings, fences, landscaping, parking and screening,		
	J	including location, height, footprint of each.		
		Setback lines and their dimensions.		
		Percentage of land covered by buildings and impervious surfaces and that reserved for open space.  Displicitly up to describe the property is already a density schedule demonstrating number of each dwelling.		
	J	Dwelling unit density where pertinent; including a density schedule demonstrating number of each dwelling type, if applicable.		
		Project phasing, if applicable.		
	J	Location of public and private rights-of-way and easements contiguous to and within the proposed		
		development which are planned to be continued, created, relocated or abandoned, including grades and		
		types of construction of those upon the site.		
	J	Curb-cuts, driving lanes, parking and loading areas, including the number of parking spaces and parking calculations; vehicular circulation patterns and features, location and size of all parking spaces and the		
		identification of service lanes and parking.		
		Curb-cuts and driveways on adjacent properties.		
		Location and type of drainage, sanitary sewers, storm sewers and other facilities, including surface and		
	J	subsurface drainage for all impermeable surfaces on the site and all drainage calculations.		
		Existing and proposed water main, sanitary and storm sewer, natural gas, electric, telephone, cable television		
		and other utilities, the proposed location of connections to existing utilities and any proposed extensions		
		thereof.		
		Proposed changes to the topography of the site illustrated at no greater than two (2) foot contours.		
		Soil erosion and sediment control measures which shall include preventative soil erosion devices or		
	_	measures, both during and after any site work related to the development.		
		Detail on proposed signage including an illustration of all proposed signs, their surface area, height and		
		nature of illumination.		
		A lighting plan.		
		A written and illustrated landscape plan.		
		Any additional material information necessary to consider the impact of the project upon adjacent properties		
		and the general public as may be requested by the Zoning Administrator or the Planning Commission.		
		Any required approvals, permits, changes or modifications required by any applicable regulatory agency.		
		Special Groundwater Protection [If applicable – requirements will be provided]		